



HOME INVESTMENT PARTNERSHIPS ACT (HOME) PROGRAM APPLICATION FOR THE 2017 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

The County of San Luis Obispo is pleased to announce the availability of funds for the HOME Investment Partnerships (HOME) program. The HOME program provides grants that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.

To be considered for HOME assistance, a completed application with any necessary exhibits, budgets or beneficiary data is required. Applications must be received by the County of San Luis Obispo. Please email the grant applications to ActionPlan@co.slo.ca.us by the **application deadline of 5:00 P.M., Friday, October 21, 2016**. Please label your email subject by adding the grant program name and the agency name (Example: HOME – HASLO).

CONTACT INFORMATION

1. Qualifying Information

Organization Name: _____ DUNS number: _____

Contact person/title _____

Phone: _____ Fax: _____ Email: _____

Address (mailing and physical address requested if different): _____

PROJECT DESCRIPTION

2. Title/name/address of proposed project or activity:

3. Describe the proposed project or activity, project milestones, and targeted population, as well as how they will benefit from the project. (Include the number of HOME assisted units and whether these units will be “floating” or “fixed” units.)

4. How many of the units will be for:

Homeless: _____
At-risk: _____
Total: _____

Very Low-Income (50% of AMI) _____
Low-Income (80% of AMI): _____
Other: _____
Total: _____

5. Select the type of HOME eligible project being proposed (check one):

Homeownership

- _____ Property acquisition*
_____ Development of new housing units
_____ Acquisition of existing housing units*

Rental Housing

- _____ Property acquisition*
_____ Development of new rental housing (includes group homes)
_____ Acquisition of existing rental housing (includes group homes)

Other

- _____ Rehabilitation of housing – rental or ownership (includes conversions)**
_____ Tenant-based rental assistance (TBRA 80% of AMI)

* Relocation

** Lead-Based Paint

(See note 7-8 on page 5)

6. Location of proposed project or activity: *(Check one or more of the following areas. Include a project location map of the subject property, if applicable).*

- | | |
|-------------------------------|---|
| _____ City of Arroyo Grande | _____ City of Atascadero |
| _____ City of Morro Bay | _____ City of Paso Robles |
| _____ City of San Luis Obispo | _____ City of Pismo Beach |
| _____ County-wide | _____ Unincorporated community of _____ |

7. Briefly describe the status of the environmental review of the project. What stages of the environmental review process have been completed? (If this HOME application is approved, please be prepared to provide environmental review documents with application approval)

8. If serving homeless/at-risk persons, how does the project “further” the 10-Year Plan to End Homelessness objectives? *(If not applicable, skip to next question).*

BENEFICIARY DATA

9. Households the proposed activity is targeted to serve:

- | | |
|--|--|
| a. Total number of low income (80% of AMI) households to benefit: | <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">#</div> |
| b. Total number of very-low income (50% of AMI) households to benefit: | <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">#</div> |
| c. Total number of homeless persons to benefit : | <div style="border: 1px solid black; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center;">#</div> |

10. Do you propose to set aside units for homeless households or persons who are at risk of becoming homeless? If “Yes”, then please elaborate.

FINANCIAL INFORMATION – SOURCES AND USES

11. What is the total amount of HOME funds requested? \$_____

12. Please attach a budget summary.

- A. If requesting HOME funds for a construction / rehabilitation project please provide:
- i. A list of all construction funding sources and estimated permanent funding sources.
 - ii. A 20 year project proforma
- B. If requesting HOME funds for TBRA assistance, please indicate the amounts to be spent for “rental assistance,” “deposit assistance,” and “project administration.”

13. Please attach an estimated timeline for the project.

- A. For a construction / rehabilitation project please include:
 - i. A schedule for securing all construction funds.
 - ii. A project construction schedule.
- B. For TBRA assistance please include:
 - i. An estimate of the program timeframe and the number of clients to be served.

FEDERAL REGULATION REQUIREMENTS

14. Please explain how your organization/project will address the following regulations:

- a. Civil Rights
- b. Fair Housing
- c. Section 504
- d. Limited English Proficiency

I certify that the information in this application is true and accurate to the best of my knowledge and ability.

Signature

Date

Printed or typed name

Title

Notes to applicant:

1. Prior to HUD's release of grant funds for the HOME-funded project, a review of the project's potential impact on the environment must be conducted and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the federal funds. The level of environmental review required depends on the nature of the project. Title 24 CFR Part 58 may be viewed at <https://www.hudexchange.info/resource/167/environmental-review-procedures-24-cfr-58/>

2. Section 504 of the Rehabilitation Act of 1979: The County does not discriminate on the basis of disability in admission to, access to, or operation of its federally assisted programs and activities. The Section 504 Coordinator maintains a Grievance Procedure that receives and responds to Section 504 grievances / complaints. However, it applies only to County programs and activities that are funded by HUD. You can message (ActionPlan@co.slo.ca.us), at the beginning of this application, if you would like more information or wish to contact the Section 504 Coordinator.
3. This project/program proposal shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2015-2019 Consolidated Plan. This plan is available at www.sloplanning.org. The County Housing and Economic Development staff will make draft funding recommendations using the rating criteria stated in the latest Request for Proposals as well as other information including but not limited to: directives from the County Board of Supervisors, recommendations from the Homeless Services Oversight Council and other participating jurisdictions of the Urban County of San Luis Obispo, consistency with goals and priorities in both the 2015-2019 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops and the online "Needs" survey, the applicant's organization and working knowledge of the project, and availability of HOME funds.
4. * **Relocation:** Any project that involves the acquisition of property, construction and/or rehabilitation and that is funded in whole or in part with federal HOME funds, is subject to federal relocation requirements. In general, any property owner, commercial business or residential occupant who is displaced by a HUD funded project may be eligible for relocation benefits. A project cannot be broken into separate "projects" in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning the relocation regulations for a specific property acquisition project should be directed to the County Housing and Economic Development staff before any action is taken on the project.

If HUD funded project will cause a property owner, household or a business to move, even temporarily, the relocation regulations will apply. Please submit the following along with this application:

- Estimate of relocation costs (moving costs, subsidy amount for suitable replacement dwelling).
 - Letter to owner of voluntary acquisition and proof of delivery to owner.
 - General Information letter to tenants (both business and residential tenants) and proof of delivery to all.
 - List of tenants (both business and residential tenants) at the time of application submittal.
 - Refer to the County Housing and Economic Development staff for sample relocation letters.
5. ** **Lead based paint:** Lead-Based Paint regulations will apply if HOME funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier. Please submit the following:
 - Estimate of costs for Lead-Based Paint (LBP) work prepared by certified LBP consultant. Or a statement letter by LBP consultant explaining that project is exempt.
 - Include any temporary housing costs.
 6. A construction budget should include all costs associated with the development of the project regardless of the funding sources. The budget line items may include, but should not be limited to: construction "hard" costs, soft costs (architectural, engineering, legal and appraisal fees), marketing costs, construction loan interest, developer fees, insurance, all loan fees, building

permits, relocation and consultant fees. Preliminary information may be submitted by the application deadline, but the County will require additional information at a later date.

NOTICE FOR
AFFORDABLE HOUSING PROJECTS:
NEW CONSTRUCTION OR ACQUISITION & REHABILITATION

HOME regulations, specifically 24 CFR 92.250(b), require the County to underwrite HOME funded projects. If your project is selected to receive HOME funds, you will be required to provide the following items prior to awarding of the HOME funds.

For HOME Ownership Projects: Submit a 20 year project pro forma. The pro forma must show the following:

- Average cost per unit.
- All funding sources.
- The developer's return (profit).
- The investor's return (profit).

For Rental Projects: Submit a project pro forma, covering the first 20 years of the project life. The pro forma must show:

- All construction and permanent funding sources.
- The developer's return (profit).
- The investor's return (profit) if an investor has been selected.
- Budget pro forma for operating and maintaining the project for 20 years, including monitoring the 11 HOME funded units for compliance with HUD affordability requirements.
- Reserve funds.

For All Projects--Ownership & Rental:

- Provide project construction budget and construction time schedule.
- Describe all funding sources. If available, provide evidence of financial commitment from all funding sources. One exception will be the award notification from the California Tax Credit Advisory Committee (TCAC).
- Provide a housing market study where the project is located. This housing market study must show the level of demand for low and very low income ownership or rental housing units.
- Provide a profile of the project developer's capacity. Please include:
 - A summary of other affordable housing projects completed by the developer that are similar in size and nature as the proposed project.
 - A profile of the developer's employees who will be involved with the project construction. Describe their experience with projects of the same size and nature.
- Provide a profile of the project developer's financial soundness. Please include:

- A financial statement. An audit annual financial statement is preferred. Describe the developer's assets, financial liquidity, loans and obligations, long term revenue stream, and net worth.
- Describe the current number and type of housing projects that it owns, and the number and construction budget of housing construction projects that are currently underway.

For rental projects:

- Provide a profile of the project manager's experience with rental affordable housing projects.
 - A profile of employees who will be involved with management of the completed rental project. Describe their experience with managing rental affordable housing projects, such as tenant selection and management, property maintenance and repair.
- Capital needs assessment (applies only to rehabilitation projects with 20+ units)